

Group Secretary

Length of Sobriety 1 Year

Responsibilities

- Takes minutes at Group Conscience meetings, including attendees, and makes them available by the 15th of each month on the website.
- Creates Monthly Agenda.
- Checks and responds to email in a timely manner.
- Updates phone list in a timely manner.
- Notifies Intergruop of any meeting schedule changes.

Group Secretary (Alternate)

Length of Sobriety 1 Year

Responsibilities

- Takes minutes at Group Conscience meetings, including attendees, and makes them available by the 15th of each month on the website.
- Creates Monthly Agenda.
- Checks and responds to email in a timely manner.
- Updates phone list in a timely manner.
- Notifies Intergruop of any meeting schedule changes.
- Fill in for the Secretary when they cannot perform their responsibilities.